

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duty of which is receiving and processing department records and reports of activity. The incumbents of this class perform routine typing and filing duties, answer telephones, and enter records into the department computer, in addition to entering information in department files and retrieving such information as required. The employees of this class performs routine duties independently, reporting to and having work reviewed by the First Assistant Fire Chief or the Director of Fire Prevention.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Processes or files records according to department procedures. Enters routine information into department records. Fills out all forms or records required or assigned to this position. Writes reports.

Opens, sorts, and distributes incoming mail for the department as directed. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by their supervisor. Places telephone calls for their supervisor as directed. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist for any visitors. Answers questions and handles routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by their supervisor. Proofreads typed material and corrects errors. Sets up filing system. Files correspondence, cards, forms, records, or reports. Operates a computer terminal and copying machine.

Performs public relations duties by answering telephone

inquiries about the operation of the fire department or any related areas of fire suppression operations.

Issues payments from petty cash.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than eighteen (18) years of age.

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